



Vacancy Position

Midday Assistant

Fixed Term Contract until Aug 2026



Location

Friars Primary School & Nursery, Constable Way, Shoeburyness, Essex SS3 9XX

Salary

Salary Range: Level 3, Points 3 to 5 £24,796 to £25,583 pro rata, actual salary £5,680 to £5,861

Hours of work

11:30am to 1.30pm, Monday to Friday, totals 10 hours a week, term time only.

Start Date

ASAP

About the Role

To support our midday team at Friars Primary School and to support particular children with special education needs, we are seeking to appoint a Midday Assistant on a temporary basis.

The main scope of the job will be:

- To maintain the safety, welfare and good conduct of the pupils.
- To support the special educational needs of an individual child with autism.
- To attend to minor injuries applying basic first aid
- To help with other duties as necessary e.g., nappy changing, supervising play etc.
- To alert the senior leadership team of any concerns regarding a child or group of children.
- To understand and apply school policies in relation to health, safety, safeguarding, special educational needs, welfare and behaviour of pupils.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.

As part of Portico Academy Trust, Friars Primary School can offer you:

- A friendly and supportive atmosphere where everyone is valued and everyone matters
- A nurturing environment with wonderful children who want to learn
- High quality professional development
- Opportunities for cross phase work
- Support and collaboration across our Trust
- A well-resourced school

Visits to the school are welcomed and encouraged. If you would like to learn more about Friars, please contact our school office who will book a time for you to come and see us. Tours of the school will be with a member of our Senior Leadership Team.

Full details of the interview process will be sent to those candidates who are shortlisted.

Closing Date: Friday 3rd October 2025, 12 noon

Interviews: Tuesday 7th October

For further details or an application pack, please contact Mrs Rebecca Sanderson, Director of HR, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB

Telephone: 01702 987890 x310

Email: recruitment@porticoacademytrust.co.uk

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

Support Staff Application Form

MDA Job Description

MDA Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk